

Chapter 15

UTILITY STATUS REPORT

GENERAL

The Utility Status Report (USR) is intended to summarize the status of utility coordination on each project being submitted for letting and to report on the status of compensable utility work. On State Trunk Highway projects, the Region Utility Unit can provide the Designer with the necessary utility parcel information.

The Utility Status Report is a required part of the PS&E package. It is a two-part document. The first part is the USR form. The second part is the "Utilities" section of the Special Provisions portion of the PS&E, which must be attached to the USR form. See the Facilities Development Manual (FDM) [Procedure 18-10-40](#) and [19-10-40](#)

For STH projects, the USR should be submitted to the Region Utility Unit at least two (2) weeks prior to the PS&E submittal date. Check with the Region Utility Coordinator for more specific guidance on the timing and requirements for their review of the USR.

On highway projects sponsored by a county, municipality, or other local unit of government (Local Projects), the utility coordination is handled by the local unit of government or by their consultant. The Region Utility Unit has no involvement with these projects, other than to review the PS&E documents. It is the responsibility of the Project Designer to ensure that the USR is filled out correctly for local projects. Check with the Region Management Consultant for guidance on when to submit USR's on local projects.

All utility companies which have facilities within the project which may potentially conflict with the contractor's operations, whether or not relocation is required, should be identified in the USR **and** discussed in the "Utilities" special provision.

HOW TO FILL THEM OUT

The Utility Status Report is [Form DT1080](#). This form is set up to automatically go to each item that must be filled out.

The USR should be filled out using the following instructions, and referring to [Figure 15-1](#). The letters below refer to the corresponding letter on the form shown in Figure 15-1.

- A** The date the USR is signed or submitted.
- B** Construction Project ID for the project(s) covered by this document. There can be multiple ID's on one form.
- C** County in which the project is located.
- D** FHWA Project ID if known.
- E** The STH, USH or IH number; CTH letter; TOWN; or LOCAL. The designations "LOCAL" and "TOWN" are appropriate for roads that are not part of the State or County highway system.
- F** The name of the Region Director and the Region office location in which the project is located.
- G** The Design Project ID for the project.
- H** The name of the road. This is the TITLE of the project in the FIIPS system.
Some examples are "Dodgeville-Spring Green Road," "USH 14-USH 12 Road," and "CTH F-Old Mill Creek Road."
- J** The date the plat was signed or revised. (If applicable, if there is no plat, put "N/A" in this box).
- K** The Right-of-Way Project ID for the plat. (If applicable, if there is no plat, put "N/A" in this box.)
- L** The project limits. This is the LIMITS of the project in the FIIPS system.
- M** The date the PS&E is to be submitted to Central Office.

- N** The scheduled letting date.
- P** Utility company name may be abbreviated, (WP&L, NSP, WEPCO, etc.). This area should list the names of **ALL** the utility companies that are shown on the plan sheets.
- Q** Type of utility facility. (Electric, Gas, Water, San Sewer, etc.)
- R** Utility parcel number as shown on the right-of-way plat. (If there is no parcel, put a dash in this column).
- S** Utility Project ID when applicable. This is the Project ID number for a compensable utility parcel. It will usually end with a -20 or -40 series suffix. For example: 1112-07-21 or 1445-02-43. (If there is no ID number, put a dash in this column.)
- T** Estimated cost of utility agreement.
- U** Funding of utility project. Normally this will be either "100% State" or "100% Local."
- V** The date the project plans were sent to the utility company. For Trans. 220 projects, this will be the date the DT1078 form, plans and cover memo were sent.

NOTE: W and X apply only to utility parcels.

- W** The date the utility agreement was sent to the Bureau of Technical Services, Utility & Access Unit. (Leave blank for locally funded agreements)
- X** The date the utility agreement was approved or the date the release of rights was signed if there is no agreement (\$1 parcels). This applies to either local, or STH projects.
- Y** State when the utility relocation work is scheduled. "Prior to Const."; "None,"; "During Const."; "May 1, 1998"; and "Fall 1997" are all acceptable statements. This box must be filled in for EVERY utility listed.
- Z** Check the box that applies. Either the project is or is not a Trans. 220 project.

AA Check one of the four boxes:

The first box is the box that will normally be checked when there are utility conflicts.

The second box should be used when there are no utility conflicts.

The third box can be used when the project **will not break ground** and there is no **possibility of a conflict** with a utility facility. The utility companies don't need to be notified of the project. This can be used for pavement marking projects, seal coating projects (where seal coating is the only operation), erecting signals where the signal bases are already in place, sign face refurbishing, and other types of projects that don't break ground.

The fourth box should be used when there are no facilities within the project limits.

- BB** Name of the Preparer. This is the person accepting responsibility for the information provided on the form.
- CC** Date the Preparer completed the form.
- DD** The name of the organization the preparer works for.
- EE** Telephone number of the preparer.
- FF** The name of a Region contact person. This can be the Region Utility Coordinator, the Region project manager, or the Region Management Consultant Utility Coordinator.
- GG** The parcel number of a utility parcel that has not yet been acquired.

- HH** The status of the unacquired parcel, including expected date of completion. Also, list any other comments regarding unusual circumstances of utility coordination on this project. Some examples are “The Town Chairman expects to acquire this parcel by May 1, 1998,”; or “Parcel sent to Central Office, waiting for approval.”

SUPPORTING DOCUMENTATION REQUIRED

The Region Utility Coordinator will need copies of the correspondence that verifies the language in the Special Provisions, copies of the agreements, and copies of the release of rights documents in order to sign the USR. On State in-house projects, these documents should be in the Utility Unit file. On consultant-designed State projects the agreements and the conveyances will be in the Utility Unit file, however, the correspondence may not be and therefore should be submitted along with the USR. On Local projects, the local unit of government or their consultant must obtain these documents. Copies of these should be sent to the Region Management Consultant Utility Coordinator, either as soon as they are acquired, or with the Utility Status Report submittal.

On projects that have been delayed after the USR was signed or submitted, the original designer is responsible for updating the information on the USR and the special provisions at the time the project is put back into the letting schedule. If the original designer was a consultant that is no longer under contract, the Region is responsible for providing the current information.

ELECTRONIC PS&E SUBMITTAL

When the PS&E's are submitted electronically, there will be no signatures required on the USR. As shown in the examples, the name of the person who fills out the USR **is required**. That person is responsible for the accuracy of the information that is placed on the USR. The Region or consulting firm that the preparer works for is also required, as well as a Region contact person, which will usually be the Region Utility Coordinator.

Each Region is responsible for establishing a procedure for processing the PS&E's electronically. Check with the Region Utility Coordinator or the PS&E Coordinator for the Region-specific requirements.

SAMPLE UTILITY STATUS REPORTS

Sample USR's are shown in Figures 15-2 to 15-5.

[Figure 15-2](#) is a project with no compensable utilities.

[Figure 15-3](#) is a project **WITH** compensable utilities.

[Figure 15-4](#) is a Local Program project.

[Figure 15-5](#) is a special situation project where the utility coordination was done under a different project, such as a traffic signal project that is in conjunction with an intersection reconstruction project.

CENTRAL OFFICE USR REVIEW PROCESS

1. The Region/Consultant submits a Utilities Status Report (USR) as part of the PS&E submittal.
NOTE: Every PS&E submittal requires a USR.
2. The Statewide Utility Projects Coordinator in the Bureau of Technical Services Utility and Access Unit reviews the USR prior to the Ad Meeting.
3. If the USR indicates that **all of the utility parcels on the project have been acquired**, the Statewide Utility Projects Coordinator sends a message to the Ad Meeting participants stating that

the project is cleared for letting from a utility parcel point of view.

4. If the USR indicates that **one or more utility parcels are not yet acquired**, the Statewide Utility Projects Coordinator contacts the Region or Management Consultant to determine the current status of the parcel(s), because it may have been acquired after the USR was written.
 - **If all of the parcels are now acquired**, the Statewide Utility Projects Coordinator sends a message to the Ad Meeting participants stating that the project is cleared for letting from a utility parcel point of view.
 - **If a utility parcel is still outstanding**, the Statewide Utility Projects Coordinator works with the Region or Management Consultant staff to determine whether the parcel will be acquired by the Ad Meeting date or shortly thereafter.
 - **If the Region/Management Consultant is confident that the parcel will be acquired by the Ad Meeting date or shortly thereafter**, the Statewide Utility Projects Coordinator sends a message to the Ad Meeting participants stating that the project is not yet clear from a utility parcel point of view, but that the Region/Management Consultant anticipates the acquisition to occur before or shortly after the Ad Meeting date and the project may be **advertised but not awarded** until after the parcel has been acquired.
 - **If the Region/Management Consultant is not confident that the utility parcel will be acquired in a timely manner**, the Statewide Utility Projects Coordinator sends a message to the Ad Meeting participants stating that the project is not clear from a utility parcel point of view and recommends that the project letting be delayed.
5. After the projects have been advertised and a few days before the letting, the Statewide Utility Projects Coordinator reviews the status of the utility parcels on the projects in the letting.
 - **If all of the utility parcels are now acquired**, the Statewide Utility Projects Coordinator sends a message to the Bureau of Project Development Proposal Management Section stating that all of the parcels are now acquired and the project can be awarded from a utility parcel point of view.
 - **If there is still a utility parcel that has not been acquired**, the Statewide Utility Projects Coordinator sends a message to the Bureau of Project Development Proposal Management Section stating that the affected parcel(s) is not acquired and that **the project cannot be awarded until the acquisition is complete**.
6. If there are any parcels that were not cleared prior to the Letting, the Statewide Utility Projects Coordinator follows-up on those parcels until they are acquired, and then notifies the Bureau of Project Development Proposal Management Section that the project is cleared for awarding. The goal of the Proposal Management Section is to award all projects by the Friday after the letting date.

WisDOT GUIDE TO UTILITY COORDINATION

UTILITIES STATUS REPORT

Wisconsin Department of Transportation
DT1080 11/2005

Date A	Construction Project ID B	County C
To: Bureau of Technical Services ATTN: Utilities & Access Unit	FHWA Project D	Highway E
From: Director Region/Office: F	Design Project ID G	Road H
Plat Date J	R/W Project ID K	Section L
Plans Due Date M		Contract Letting Date N

UTILITY COMPANY	FACILITY TYPE	PARCEL		PARCEL ESTIMATED COST	PCL FNDG %	DATES			
		NO	ID			NOTICE SENT	PARCEL TO C O	C O APP LUG ACQ	WORK SCHEDULED
P	Q	R	S	T	U	V	W	X	Y

I CERTIFY THAT:

Z ☐ This is a Trans. 220 project;

Z ☐ This is NOT a Trans. 220 project;

AND (Check one):

AA ☐ The above is a complete list of utilities with facilities in the project area and that necessary coordination arrangements have been made, except as noted below.

AA ☐ The above is a complete list of utilities with facilities in the project area and there are no known utility adjustments required by the project.

AA ☐ There are utilities within the project area, but the project will not conflict with or impact them. (Utilities need not be listed in the table above.)

AA ☐ There are no known utility facilities within the project area.

A copy of the Special Provisions per FDM Procedure 19-15-25 is attached.

Name of Preparer BB	Date CC
Firm/Region DD	Area Code - Telephone Number EE
Regional Contact FF	

PARCEL	STATUS OF PARCELS NOT YET ACQUIRED/OTHER COMMENTS
GG	HH

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UTILITIES STATUS REPORT

Wisconsin Department of Transportation
DT1080 11/2005

Date June 16, 2004	Construction Project ID 3576-06-72	County Dane
To: Bureau of Technical Services ATTN: Utilities & Access Unit	FHWA Project -----	Highway STH 106
From: Director Region/Office: Southwest - Madison	Design Project ID 3576-06-01	Road Albion - IH 90 Road
Plat Date June 16, 2003	R/W Project ID N/A	Section Saunders Creek Bridge
Plans Due Date May, 2004		Contract Letting Date January 21, 2005

UTILITY COMPANY	FACILITY TYPE	PARCEL		PARCEL ESTIMATED COST	PCL FNDG %	DATES			
		NO	ID			NOTICE SENT	PARCEL TO C O	C O APP LUG ACQ	WORK SCHEDULED
GTE North	Phone	--	---			1/19/04			Prior to Construction
Marcus Cable	Cable TV	--	---			1/19/04			Prior to Construction
RCE Coop	Electric	--	---			1/19/04			None
WP&L	Electric	--	---			1/19/04			During Construction

I CERTIFY THAT:

☒ This is a Trans. 220 project;

☐ This is NOT a Trans. 220 project;

AND (Check one):

☒ The above is a complete list of utilities with facilities in the project area and that necessary coordination arrangements have been made, except as noted below.

☐ The above is a complete list of utilities with facilities in the project area and there are no known utility adjustments required by the project.

☐ There are utilities within the project area, but the project will not conflict with or impact them. (Utilities need not be listed in the table above.)

☒ There are no known utility facilities within the project area.

A copy of the Special Provisions per FDM Procedure 19-15-25 is attached.

Name of Preparer Louie Leweye	Date June 16, 2004
Firm/Region KRyan Engineering LLC	Area Code - Telephone Number 608-238-1111
Regional Contact Andrew Solberg	

PARCEL	STATUS OF PARCELS NOT YET ACQUIRED/OTHER COMMENTS

WisDOT GUIDE TO UTILITY COORDINATION

UTILITIES STATUS REPORT

Wisconsin Department of Transportation
DT1080 11/2005

Date June 16, 2006	Construction Project ID 3576-06-72	County Grant
To: Bureau of Technical Services ATTN: Utilities & Access Unit	FHWA Project -----	Highway STH 133
From: Director Region/Office: Southwest - Madison	Design Project ID 3576-06-01	Road East and Main Sts., Village of Potosi
Plat Date December 2, 2004	RAW Project ID 5204-03-01	Section USH 61 - Brewery Hollow Road
Plans Due Date July, 2006		Contract Letting Date December 10, 2006

UTILITY COMPANY	FACILITY TYPE	PARCEL		PARCEL ESTIMATED COST	PCL FNDG %	DATES			
		NO	ID			NOTICE SENT	PARCEL TO C O	C O APP LUG ACQ	WORK SCHEDULED
Wisconsin Power & Light Co.	Power Poles	82	3576-06-43	\$18,000	100% State	1/19/05	2/19/06	3/12/06	Prior to Construction
Village of Tennyson	Water & Sanitary Sewer Mains	86	3576-06-44	\$23,000	100% State	1/19/05	1/19/06	2/19/06	Prior to & during Construction
Farmers Telephone	Telephone Cable	81	----	\$1	100% State	1/19/05	1/19/06	2/19/06	Prior to Construction
Grant-Lafayette Elec. Coop.	Electric Cable	84	3576-06-45	\$18,000	100% State	1/19/05			During Construction
Midwest Cablevision	Cable Television	---	----	----	----	1/28/05			NONE
Village of Potosi	Water & Sewer Mains	---	----	----	----	1/28/05			Prior to & during Construction

I CERTIFY THAT:

☒ This is a Trans. 220 project;

☐ This is NOT a Trans. 220 project;

AND (Check one):

☒ The above is a complete list of utilities with facilities in the project area and that necessary coordination arrangements have been made, except as noted below.

☐ The above is a complete list of utilities with facilities in the project area and there are no known utility adjustments required by the project.

☐ There are utilities within the project area, but the project will not conflict with or impact them. (Utilities need not be listed in the table above.)

☐ There are no known utility facilities within the project area.

A copy of the Special Provisions per FDM Procedure 19-15-25 is attached.

Name of Preparer Louie Lewey	Date June 16, 2006
Firm/Region KRyan Engineering LLC	Area Code - Telephone Number 608-238-1111
Regional Contact Andrew Solberg	

PARCEL	STATUS OF PARCELS NOT YET ACQUIRED/OTHER COMMENTS
84	Grant Lafayette Electric will be submitting their estimate by June 30, 2006.

WisDOT GUIDE TO UTILITY COORDINATION

UTILITIES STATUS REPORT

Wisconsin Department of Transportation
DT1080 11/2005

Date June 16, 2006	Construction Project ID 3576-06-72	County Iowa
To: Bureau of Technical Services ATTN: Utilities & Access Unit	FHWA Project -----	Highway Town Road
From: Director Region/Office: Southwest - Madison	Design Project ID 3576-06-01	Road McKenna Road
Plat Date December 2, 2004	RAW Project ID 3576-06-01	Section Spring Creek Bridge
Plans Due Date July, 2006		Contract Letting Date December 10, 2006

UTILITY COMPANY	FACILITY TYPE	PARCEL		PARCEL ESTIMATED COST	PCL FNDG %	DATES			
		NO	ID			NOTICE SENT	PARCEL TO C O	C O APP LUG ACQ	WORK SCHEDULED
Wisconsin Power & Light Co.	Gas & Electric	--	----			1/19/05			NONE
GTE North	Telephone	2	----	\$800	100% Local	1/19/05		Not Yet	Prior to Construction
MG&E	Electric	3	----	\$1,000	100% Local	1/19/05		2/19/06	Prior to Construction

I CERTIFY THAT:

☐ This is a Trans. 220 project;

☒ This is NOT a Trans. 220 project;

AND (Check one):

☒ The above is a complete list of utilities with facilities in the project area and that necessary coordination arrangements have been made, except as noted below.

☐ The above is a complete list of utilities with facilities in the project area and there are no known utility adjustments required by the project.

☐ There are utilities within the project area, but the project will not conflict with or impact them. (Utilities need not be listed in the table above.)

☐ There are no known utility facilities within the project area.

A copy of the Special Provisions per FDM Procedure 19-15-25 is attached.

Name of Preparer Louie Leweye	Date June 16, 2006
Firm/Region KRyan Engineering LLC	Area Code - Telephone Number 608-238-1112
Regional Contact Gabriel Solberg	

PARCEL	STATUS OF PARCELS NOT YET ACQUIRED/OTHER COMMENTS
2	The Town expects the signed documents by July 15, 2006.

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UTILITIES STATUS REPORT

Wisconsin Department of Transportation
DT1080 11/2005

Date June 16, 2005	Construction Project ID 3567-06-72	County Dane
To: Bureau of Technical Services ATTN: Utilities & Access Unit	FHWA Project -----	Highway USH 51
From: Director Region/Office: Southwest - Madison	Design Project ID 3576-06-01	Road East Madison Beltline
Plat Date December 2, 2004	RAW Project ID 3576-06-01	Section STH 30 Interchange
Plans Due Date July, 2005		Contract Letting Date December 10, 2005

UTILITY COMPANY	FACILITY TYPE	PARCEL		PARCEL ESTIMATED COST	PCL FNDG %	DATES			
		NO	ID			NOTICE SENT	PARCEL TO C O	C O APP LUG ACQ	WORK SCHEDULED
			SEE	BELOW					

I CERTIFY THAT:

- ☐ This is a Trans. 220 project;

☒ This is NOT a Trans. 220 project;
- AND (Check one):
- ☐ The above is a complete list of utilities with facilities in the project area and that necessary coordination arrangements have been made, except as noted below.

☐ The above is a complete list of utilities with facilities in the project area and there are no known utility adjustments required by the project.

☐ There are utilities within the project area, but the project will not conflict with or impact them. (Utilities need not be listed in the table above.)

☐ There are no known utility facilities within the project area.

A copy of the Special Provisions per FDM Procedure 19-15-25 is attached.

Name of Preparer Louie Leweye	Date June 16, 2005
Firm/Region KRyan Engineering LLC	Area Code - Telephone Number 608-238-1112
Regional Contact Gabriel Solberg	

PARCEL	STATUS OF PARCELS NOT YET ACQUIRED/OTHER COMMENTS
	This contract will be administered with Project 5411-01-82.
	All utility conflicts have been cleared under that project.